

# REQUEST FOR PROPOSALS

## DUBE TRADEPORT CORPORATION

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### **APPOINTMENT OF A SERVICE PROVIDER TO MANAGE DUBE TRADEPORT CORPORATION'S EVENT REQUIREMENTS FOR A PERIOD OF THREE (3) YEARS**

**REF NO.: DTP/RFP/31/MKT/11/2018**

Dube TradePort Corporation (DTPC) was created as a provincial public entity to develop Dube TradePort. Refer to [www.dubetradeport.co.za](http://www.dubetradeport.co.za) for more information on DTPC.

DTPC invites proposals from suitably qualified, experienced and independent professional service providers to manage Special Economic Zone (SEZ)'s event requirements for a period of three (3) years. The services will include but not limited to:

- Account management and project coordination
- On-site event management, procurement and compliance management
- Financial management and event reporting
- Consultation, compilation of event proposals to stakeholders

In line with the PPPFA regulations, 2017 sub reg. 4(a); (b), the prequalification criteria for this bid is that only companies who are B-BBEE Level 1, 2, or 3 or companies who are Exempted Micro Enterprises (EME) or Qualifying Small Enterprises (QSE) are eligible to tender.

### **EVALUATION OF THIS BID**

All proposals will be evaluated in various stages – compliance and functionality will be assessed and thereafter all responsive proposals will be evaluated in accordance with the PPPFA regulations, 2017 using the 80/20 preference points system.

### **REQUESTS FOR DOCUMENTS & ENQUIRIES**

Bid documents will **only** be available from, **25<sup>th</sup> February 2019 up to 5<sup>th</sup> March 2019** during the weekdays (Mon – Fri) between 08h30 and 16h00, at the Dube TradePort Corporation offices at 7 Umsinsi Junction, 4th floor, 29° South, La Mercy, KwaZulu-Natal. A non-refundable document fee of R250 (Two Hundred and Fifty Rands) must be paid via EFT prior to collection of the Bid Documents. No cash will be accepted and proof of payment must be produced on collection of the Bid Documents. Please allow 2 days for funds to reflect in the account. DTPC will only release documents once the payment has been cleared in its bank account. Payments must contain the reference, "**DTP/RFP/31/MKT/11**" and must clearly identify the Bidder, e.g. "ABC Consortium". Electronic versions of these documents will only be available on confirmation and/or proof of payment.

### **Dube TradePort Corporation banking details:**

Bank: ABSA; A/C No: 405 687 3817; Branch Code: 632 005; A/C Name: Dube TradePort Corporation; Account type: Current

A **COMPULSORY** briefing session meeting for service providers, who have paid for and collected the Bid Documents during the collection period as specified above, will be held at DTPC, 7 Umsinsi Junction, 4th Floor, 29° South, La Mercy KwaZulu Natal on, **6<sup>th</sup> March 2019 at 13h00**.

Enquiries should be directed via email: [\*\*tenders@dubetradeport.co.za\*\*](mailto:tenders@dubetradeport.co.za)

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## **CLOSING TIME & DATE FOR SUBMITTING RESPONSES**

Complete bid proposals must be submitted at the DTPC offices on or before **11h00**, South African time on **19<sup>th</sup> MARCH 2019**. Documents should be clearly marked "**MANAGEMENT OF DUBE TRADEPORT CORPORATION EVENT REQUIREMENTS**"